

DD/A 81-0430

6 MAR 1981

DD/A REGISTRY

FILE: Training-3

MEMORANDUM FOR: Deputy Director for Operations

FROM: Max Hugel  
Deputy Director for AdministrationSUBJECT: Senior Officer Development Program Developmental  
Assignment - [REDACTED]

25X1

REFERENCE: Multiple Addressee Memorandum (DD/A 80-2350)  
dtd 24 October 1980 from Director of Personnel  
Policy, Planning, and Management; Subject:  
Senior Officer Development Program - Positions  
Available for Inter-Career Service

25X1 1. [REDACTED] The Administration Career Service nominates [REDACTED] (GS-13) for your developmental assignment position of Chief, Publications and Procedures Branch, Management and Planning Group (Management Officer), Information Management Staff (IMS).

25X1

25X1 2. [REDACTED] Agency experience spans a total of 15 years during which time he has held positions of increasing responsibility in the records field. He was selected for his present position as Chief, Records Systems Branch, Records Management Division, Office of Information Services (OIS), because of his consistently high quality performance, good judgment, extensive knowledge of records management, and his potential.

25X1 3. [REDACTED] has proven himself to be a highly capable leader and program manager who is exceptionally knowledgeable of the entire spectrum of the Agency's records management field. As Chief of our Records Systems Branch, he projects his professionalism to others and has an excellent reputation with those outside OIS. [REDACTED] is highly dedicated to his work and has an intense interest and desire to contribute to more effective handling, retrieval, and utilization of records throughout the Agency.

25X1 THIS MEMORANDUM IS  
UNCLASSIFIED UPON  
REMOVAL OF ATTACHMENT

25X1

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Approved For Release 2003/08/13 : CIA-RDP84B00890R000800020038-9

SUBJECT: Senior Officer Development Program Developmental  
Assignment - [REDACTED]

25X1

4. We are particularly desirous of [REDACTED] obtaining  
as assignment with your Directorate in order to provide him  
with a better understanding of a most important organization and  
its unique records problems. We feel this assignment would be  
beneficial to your organization and provide a most meaningful  
career development experience for [REDACTED]

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5. We would appreciate your most serious consideration  
of this excellent officer for assignment to your Directorate.

6. [REDACTED] official personnel file is attached  
for your review.

25X1

/s/ William N. Hart

for Max Hugel

Attachment:  
As Stated

Distribution:

Orig. & 1 - Addee (w/att)

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25X1

DDA/PERS.OFF./[REDACTED] ba (27 Feb 81)

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